

**STANDARD OPERATING PROCEDURES
FOR
FUNDING OUR DESTINY (FOD) PROGRAM**



New Kemet Harambe Chapter, BIG®

APPROVED:


Chapter President


Date

ORIGINATOR:

2014 FOD Ad Hoc Committee

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New Kemet Harambe Chapter, BIG®

Great Lakes Midwest Region V

Chicago, Illinois

Last revised September 2014

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A. INTRODUCTION

The New Kemet Harambe Chapter (NKHC) of Blacks in Government® is a non-profit organization whose membership dues are paid through allotments. The allotments cover the cost of memberships and associated program benefits. NKHC will adhere to and enforce the guidelines established in this Standard Operating Procedures (SOP) document to ensure timely and accurate processing of new and renewing Chapter memberships.

B. PURPOSE

This SOP is developed to provide clear guidance and procedures for implementation of the Funding our Destiny Program.

C. APPLICABILITY

This document describes the standard operating procedures for the New Kemet Harambe Chapter's Funding our Destiny (FOD) Program and is applicable to the following New Kemet Harambe Chapter memberships:

1. New Memberships (Regular, Life, and Gold Plus)
2. Membership Renewals (Regular, Life, and Gold Plus)

By virtue of their membership category, Associate and Student memberships are ineligible for participation in the Funding our Destiny Program and are, therefore, excluded.

D. DEFINITIONS

1. New Membership -- Any person joining the Chapter for the first time or returning after an absence period of two (2) years or more.
2. Membership Renewal -- The payment of membership dues by the New Kemet Harambe Chapter for any person who is a Regular, Life, or Gold Plus member with the Chapter.
3. Financial -- Current paid Membership dues or verification of Allotment.
4. Program Benefit -- Paid annual Membership dues and subsidized Chapter programs and activities. (See attached Policy--NKHC BIG-003)
5. Payment Mechanism -- Federal Employee Payroll Allotment, Electronic Bill Pay, Check, Money Order or Cash.

E. SUMMARY OF PROCESS

All original NKH Chapter Membership Applications must be given to the Membership Chair ONLY (or their delegate). Any Chapter member may distribute the most current application provided by the Membership Committee (see attached Membership Application).

Membership with the New Kemet Harambe Chapter begins with the submission of the NKH Chapter Membership Application. The potential new member is contacted by the Funding Our Destiny (FOD) Coordinator to establish a payment mechanism for the FOD Program. A confirmation is sent to the new member verifying successful enrollment in the Funding our Destiny Program. Receipt of payment is verified within thirty (30) days of application receipt. Payment of National and/or Regional BIG dues will be paid by the Chapter, and an official welcome letter will be sent from the Chapter President to the new member. During Chapter monthly meetings, reports are given on the status of the Chapter's membership and Funding our Destiny Program.

F. ROLES AND RESPONSIBILITIES

The following Chapter officials in the Funding Our Destiny process will perform the specific activities identified below.

1. Membership Chair

- a. Receives membership application from potential new member.
- b. Provides the Assistant Treasurer with (1) copy of membership application.
- c. Requests check from the Treasurer for payment of National and/or Regional dues after verification from Assistant Treasurer.
- d. Provides Chapter President with name(s) and email address (es) of new member(s).

2. Assistant Treasurer

- a. Serves as the Funding our Destiny (FOD) Coordinator.
- b. Upon receipt of Membership application (from Membership Chair), contacts the potential member to determine payment mechanism for the FOD Program.
- c. Provides the Chapter bank account information (routing/account numbers) to the potential new member.
- d. Sends an electronic confirmation to the new member; a copy of the e-mail is also sent to:
 - i. Chapter President
 - ii. Treasurer
 - iii. Membership Chair
 - iv. Finance Chair

3. First Vice President

- a. Verifies payments made by allotments, checks/money orders or cash. Verifications are made by responding to the "Request for Verification" e-mail (generated by the FOD Coordinator or his/her alternate). A copy of the verification e-mail is also sent to:
 - i. Assistant Treasurer
 - ii. Finance Chair

4. Treasurer

The Treasurer is responsible for providing payment to the Membership Chair for National and/or Regional Dues, upon request. Payment will be made by check drawn from the Chapter bank account. A "Funds Request Form" must be completed to process the request for payment.

5. Finance Chair

- a. In the absence (or unavailability) of the Assistant Treasurer, the Finance Chair serves as the Funding our Destiny (FOD) Coordinator.
- b. Upon receipt of Membership application (from Membership Chair), contacts the potential member to determine payment mechanism for the FOD Program.
- c. Provides the Chapter bank account information (routing/account numbers) to the potential new member.
- d. Sends an electronic confirmation to the new member; a copy of the e-mail is also sent to:
 - i. Chapter President
 - ii. Treasurer
 - iii. Membership Chair
 - iv. Finance Chair

G. QUALITY CONTROL

The separation of duties related to the FOD responsibilities of Chapter officials were designed intentionally to ensure integrity, information security, and quality control.

The Finance Chair will conduct a quarterly review of FOD. This review will include:

- Verifying there has been no break in allotments;
- Ensuring membership benefits (i.e., Chapter Polo shirts, National /Regional dues payments) were disbursed according to this SOP; and
- Identifying areas of weakness or modifications to the FOD Coordinator and provide corrective action recommendations to the President.

H. REPORTING

The Assistant Treasurer/FOD Coordinator provides a monthly report during the Executive Committee Meeting of those participating in FOD and identifies any new changes i.e., allotments, payments or cancellations. To avoid duplication of information and potential sharing of personal information, the Membership Chair will continue to provide the Membership Report during the General Membership meeting.

I. RECORDS MANAGEMENT

The FOD Coordinator/Assistant Treasurer retains a spreadsheet identifying FOD activities. The spreadsheet will be provided to the Finance Chair quarterly for audit purposes.

J. ATTACHMENTS

1. Membership Application (Rev. February 2014)
2. Funding our Destiny FAQs
3. Process Flow Chart
4. NKHC BIG Policy—003
5. Verification E-mails

Attachment 1 – NKHC Membership Application



"MEMBER FOCUSED - INVESTING IN OUR FUTURE"



Blacks In Government - New Kemet Harambe Chapter - PO Box 1732, Chicago, IL 60690 - www.bigt.org

MEMBERSHIP INFORMATION [PLEASE PRINT]			
Name: (Last)		First	
Home Address:		Phone:	
City:	State:	Zip:	Personal E-mail:
EMPLOYMENT INFORMATION			
Current employer (Full Agency Name):			Department:
Employment Sector:	<input type="checkbox"/> Federal <input type="checkbox"/> State <input type="checkbox"/> Local <input type="checkbox"/> Other	Region: 5	Wk Email:
Business Phone:	Extension:	Fax:	
MEMBERSHIP OPTIONS			
Type of Membership: <input type="checkbox"/> New <input type="checkbox"/> Renewal - Membership Number: _____			
Name of Chapter: <u>New Kemet Harambe Chapter</u>		Region Name: <u>Great Lakes Midwest Region 5</u>	
<p>The New Kemet Harambe Chapter (NKHC) of Blacks in Government (BIG) is a self-supporting Chapter whose membership dues, assessments and voluntary donations are paid by its members through electronic payroll, bank allotments or other acceptable methods. NKHC members demonstrate their commitment to the Chapter's vision and goals by providing financial support to this effort. This effort is known as the "Funding Our Destiny" (FOD) Program. The allotment amounts are based on membership categories (Regular or Life) and shall be determined by the Chapter.</p> <p>Note: Members who participate in the Funding Our Destiny Program will be required to notify the Chapter President or Treasurer in writing if they decide to stop their allotments and no longer participate in the FOD program. ALL DUES ARE NONREFUNDABLE.</p> <p>Membership Categories:</p> <p><input type="checkbox"/> Regular NKHC Chapter Member (Includes Chapter, Regional and National Dues) Bi-weekly allotment of \$10.00</p> <p><input type="checkbox"/> Regular NKHC Chapter Member (Includes Chapter, Regional and National Dues) One Time Annual Payment: \$260.00</p> <p><input type="checkbox"/> Regular NKHC Chapter Member (Includes Chapter, Regional and National Dues) Payment arrangements: Monthly Check (\$21.73) <input type="checkbox"/> or Quarterly Check (\$65.00) <input type="checkbox"/></p> <p><input type="checkbox"/> Associate Member \$40.00 (non-government employees) not eligible for FOD Program</p> <p><input type="checkbox"/> Associate Member Undergraduate Student \$20.00 (Any undergraduate student who is not qualified to be a regular member and is enrolled in an accredited college or university.)</p> <p><input type="checkbox"/> Life Member \$325.00 (National only) <input type="checkbox"/> Gold Plus Member \$250.00 (you must be a lifetime member to obtain gold plus)</p> <p><input type="checkbox"/> Existing Life & NKHC Chapter Member (Includes Chapter and Regional Dues) Bi-weekly allotment of \$8.00</p> <p><input type="checkbox"/> Existing Life & NKHC Chapter Member (Includes Chapter and Regional Dues) One Time Annual Payment: \$208.00</p> <p><input type="checkbox"/> Existing Life & NKHC Chapter Member (Includes Chapter and Regional Dues) Payment arrangements: Monthly Check (\$17.35) <input type="checkbox"/> or Quarterly Check (\$52.00) <input type="checkbox"/></p> <p><input type="checkbox"/> Please accept this one-time tax deductible contribution in support of our National Building Fund</p>			
Method of Payment: <input type="checkbox"/> Check <input type="checkbox"/> Cash <input type="checkbox"/> Money Order <input type="checkbox"/> Bi-weekly Allotment <input type="checkbox"/> Dues have been paid in full			
<p>Chapter dues are established by each Chapter and are payable in addition to National Membership Dues. Eligibility for Chapter membership is contingent upon National Membership.</p>			
SIGNATURES			
Signature of applicant:		Date:	
DATE RECEIVED _____		DATE PROCESSED _____	
NKHC MEMBERSHIP FORM REVISED 1/22/11			

NKH Membership PROCESS CHART



POLICY: New Kemet Harambe Chapter BIG-003 EFFECTIVE: October 22, 2013

SUBJECT: Voluntary Participation in Payroll Allotments

The New Kemet Harambe Chapter (NKHC) of Blacks in Government (BIG) is a self-supporting Chapter whose membership dues/assessments and voluntary donations are paid by its members through electronic payroll, bank allotments or other acceptable methods. NKHC members demonstrate their commitment to the Chapter's vision and goals by providing financial support to this effort. This effort is known as the "Funding our Destiny" Program. The allotment amounts are based on membership category (Regular or Life) and shall be determined by the Chapter.

NKHC members are encouraged to become an active participant (e.g., by regularly attending Chapter meetings, involvement in chapter programs and activities, and/or serving on a committee) and will be eligible to receive benefits of the payroll or bank allotment program. Benefits include, but are not limited to the following Chapter related expenses:

- 1) paid annual membership dues;
- 2) chapter programs and activities;
- 3) subsidized expenses for the BIG National Delegates Assembly (limited to Chapter delegates and two (2) alternates);
- 4) subsidized expenses for BIG Region V Regional Council Meetings (limited to the Chapter representatives);
- 5) paid registration fee equivalent for the BIG National Annual Training Institute (limited to one Chapter member);
- 6) Other paid travel or training as approved by the membership; or
- 7) Other benefits, approved by the membership, which may be funded from the payroll or bank allotment program.

The above benefits will be based on availability of funds and as outlined in the Chapter's annual operating budget/plan.

Members who participate in the Funding Our Destiny Program will be required to notify the Chapter President or Treasurer in writing when they are no longer participating in the program.



Yvette N. Coleman
President, New Kemet Harambe Chapter
Blacks In Government

